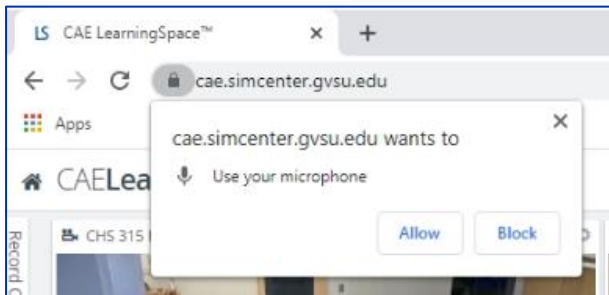


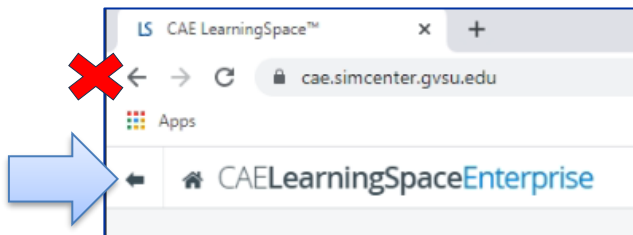
## CAE LearningSpace Login

1. Go to: [cae.simcenter.gvsu.edu](http://cae.simcenter.gvsu.edu) to login.
2. Use your GVSU username and password to login.
  - If you are not able to log in to CAE LearningSpace, contact John Sterling ([sterlijo@gvsu.edu](mailto:sterlijo@gvsu.edu)) to check your CAE LearningSpace account.
  - If you have a CAE LearningSpace account and are still unable to log in, contact GVSU IT (616) 331-2101 with username and/or password issues.
3. After logging in, in the popup that appears in the upper left corner of the screen, select the Allow button to enable the microphone to use the intercom.

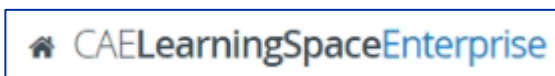


## CAE LearningSpace Tips

- CAE LearningSpace works best with Google Chrome.
- Do not click the web browser's back button, that will log you out of CAE. Use the back button next to the house and CAE LearningSpace in the top left corner.



- If the CAE LearningSpace back button is not there, click on CAE LearningSpace next to the house to return to the **Dashboard**.



- If the camera is moved it will move the view for everyone observing.
- If you need assistance, let someone on the sim team know.
- If it appears that someone has taken control of your mouse, it is likely that one of the Multimedia Managers are trying to assist.

## Observation

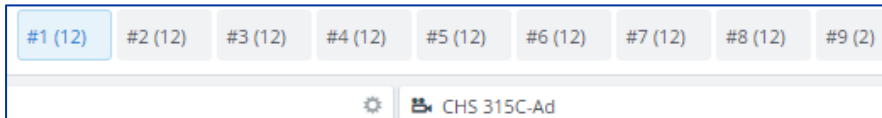
To view encounters in real-time.

After logging in to CAE, click on the **RECORDING** tab to see all available rooms.

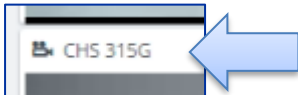
Rooms are divided across several tabs.

**Reminder – Changes made to a camera view will affect the view for all observers.**

1. Click through the tabs until you find the room you will observe.



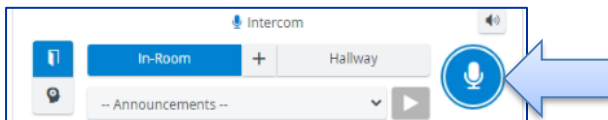
2. Click on the name/room number of the room above the video window. This will bring up all camera views for the room selected.



3. To unmute the room, click on the speaker icon in the top right corner of the room view.



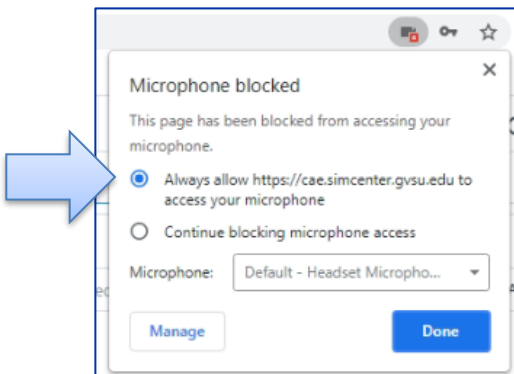
4. To use the intercom, click and hold the microphone icon below the room view. Wait for the icon to turn green before speaking.



- If the microphone does not work, ensure the microphone is enabled. If it is not enabled, there will be a red **X** over the camera icon in the top right of your Chrome browser.



- Click on the icon and select the option that allows CAE to access the microphone.



## Video Review

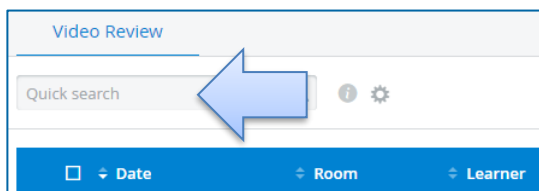
To view videos from events that were recorded.

Recorded videos are available immediately after recording in the **VIDEO REVIEW** tab.

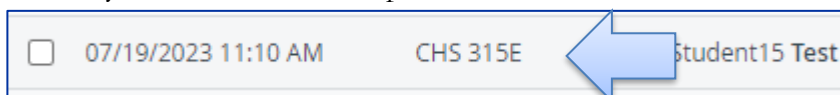
1. Go to the VIDEO REVIEW task module.



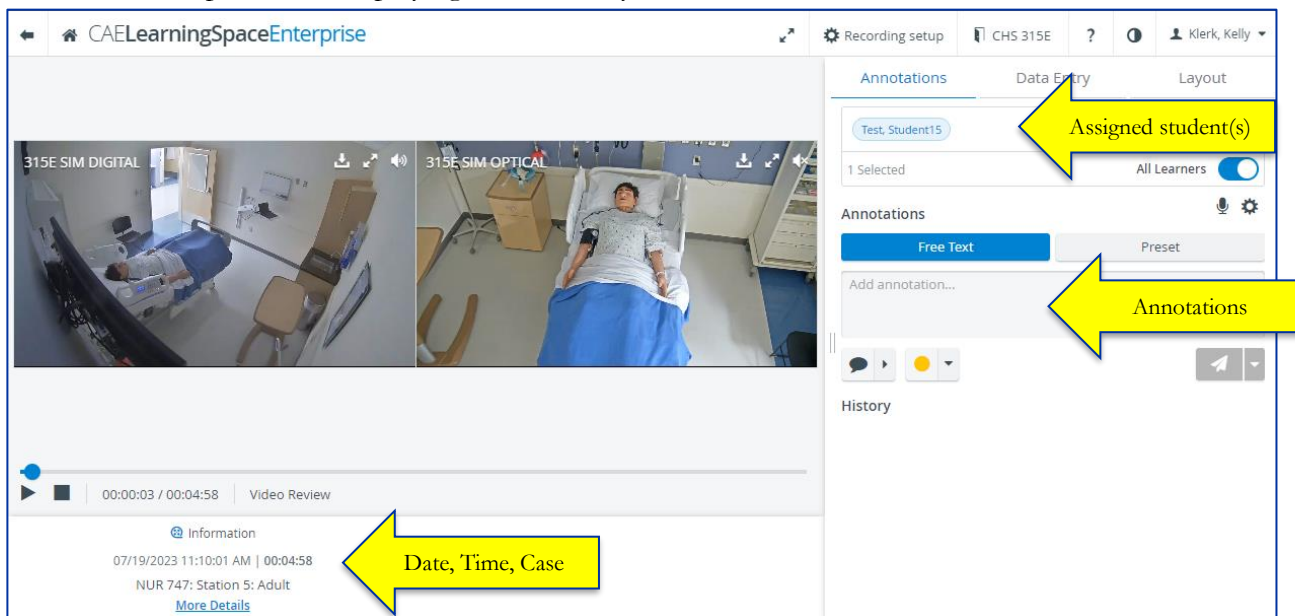
2. Use the **Quick Search** textbox to find the video you want to watch in the list of videos.



3. Click anywhere in the row to open the video.



4. The video will open and start playing automatically.



5. Click back arrow or **Home** icon to go back to the Video Review list.

